

Federal Agency Registration FAQs:

About FedReg

What is the BPN (Business Partner Network)?

The BPN is your source for trading partner information. It expands the existing Central Contractor Registration (CCR) to include government business partners and offers all agencies access to validated supplier data from one central point. The Federal Agency Registration (FedReg) site is a part of the BPN. All records in the BPN are identified by the use of a Dun & Bradstreet identification number (DUNS). Go to <https://www.bpn.gov> for more information.

What is the difference between CCR, FedReg, and the BPN?

CCR – Central Contractor Registration (CCR) is a web-enabled government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract award, grants, and the electronic payment processes. Anyone (sole proprietors, corporations, partnerships, and governmental organizations) desiring to do business with the government must register in CCR.

FedReg – FedReg is a web-enabled, government-wide application that collects information on federal government buying and selling activities to facilitate accurate financial accounting of intragovernmental transactions.

BPN – The Business Partner Network is the single source for vendor data for the federal government. The BPN is a search mechanism that provides unprecedented views into several key databases across federal agencies.

What's involved in the Federal Agency Registration?

Each agency must have at least one point of contact called the Agency Registration Official (ARO). Depending on the agency, additional staff may be used to support registration of bureaus, regions, field offices, etc. The appropriate organizational level for registration will be determined by each agency. DUNS numbers will be used as the unique ID for each registration.

The AROs will have a password to enter the intragovernmental information for buyer and/or seller organizations. If additional support is needed, the ARO will have the ability to assign more passwords for the agency. Any users needing assistance should contact their ARO.

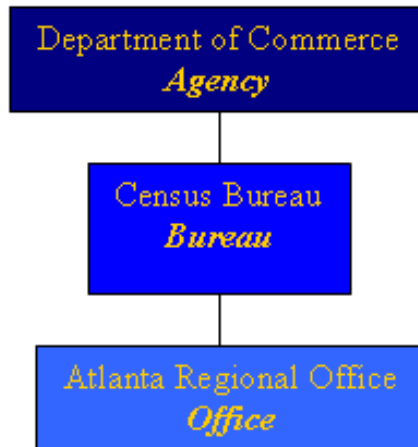
How often do we update the information?

The AROs and designates will update their information on an as-needed basis with an annual revalidation requirement.

What is the difference between a Bureau and an Office on the BPN?

You may call them different names, but for our purposes, the registration system is organized into three tiers: Agency, Bureau, and Office, which incorporate all levels of the

organizational hierarchy. For example, Department of Commerce→Census Bureau→Atlanta Regional Office. All offices or regions within a bureau will be designated “Office” and may be registered.



Agency Registration Official (ARO)

What is an Agency Registration Official (ARO)?

The ARO is responsible for managing the Business Partner Network (BPN) registration of agency buying and selling organizations engaged in federal intragovernmental transactions.

What level person should the ARO be?

That's up to the agency. The ARO should be a government employee who will attend training and be responsible for the registration information.

Who should be the ARO?

Government employees mainly from the financial community.

How do I request ARO access to FedReg?

You must send an email to pat.brooks@gsa.gov and include the following information:

Full name
Full address
Email address
Agency name
Office
Phone number
Fax number
Reason for request

If approved, the request will be sent to the FedReg system administrators who will then provide the requestor their user ID and password via email.

How do I change the ARO within an Agency?

You must send an email to pat.brooks@gsa.gov to change the ARO. You need to identify the reason for the change as well as the following information for the new ARO:

Full name
Full address
Email address
Agency name
Office
Phone number
Fax number
Reason for request

A new user ID and password will be sent to the new ARO via email.

Is the idea that the ARO goes back and provides training for others?

Yes, the ARO is the trainer for the agency and will provide passwords and delegate access.

What assistance and support will the AROs get?

Each registration field on the screen has dropdown or free-form text entry boxes. Explanations are available on each field by clicking the pointing finger icon. There also is Help Desk support.

What information do AROs need to create a registration record?

For each organization you are registering, you will need:

- Agency name
- Bureau name
- DUNS Number
- EIN (agency's employer ID number or TIN)
- Agency location code
- Department or Agency Code (Treasury Index Code)
- Disbursing Office Symbol
- Points of Contact (POCs) for registration and for eliminations. POC data includes:
 - Name
 - Email
 - Phone including extension
 - Fax
 - Street address
 - City
 - Country
 - State
 - Zip or zip + 4
 - Postal code if foreign
- Business type (buyer and/or seller)

For each selling organization you are registering, you also will need:

- Annual revenue
- Credit card accepted (Y or N)
- Merchant ID number (if credit card is Y)
- Federal Supply Class (FSC) and North American Industry Classification System (NAICS) codes to describe the goods or services provided
- POC for sales and accounts receivable (See POC data elements listed above.)

For each buying organization you are registering, you also will need:

- POC for accounts payable (See POC data elements listed above.)

I'm an ARO; what do I do?

1. Ensure your name has been provided to Pat Brooks (pat.brooks@gsa.gov).
2. Obtain a copy of your agency's DUNS Number Family Tree. To do this, please contact Dee Marie Davis at 610.882.7882 (DavisDee@dnb.com). This tree lists the bureaus and offices in your agency that have already been assigned DUNS numbers. The DUNS Number is location-specific and division-specific. So each location of your agency/bureau/division will have its own DUNS Number. This tree will also show you the hierarchy or the relationships between the entities within your agency. So each entity will be linked to the Department Headquarters DUNS.
3. Verify that the information for your agency and bureaus is correct. Determine if any organizations are missing from the tree. If changes are needed, please call 1.866.705.5711.
4. If you do not have generic email addresses for accounts payable, accounts receivable and sales, you will need to create them. For example, accountspayable@youragency.gov.
5. If you any have questions, you can call the Federal Service Desk help desk (866-606-8220 or 334-206-7828) between the hours of 8 AM and 8 PM EST or send an email to the [Technical Assistance Team](#).

Will training be provided?

For more information go to <https://www.bpn.gov>; click on Federal Agency Registration. Help desk support is available between the hours of 8 AM and 8 PM EST at 866-606-8220 or 334-206-7828.

Registration

What is the purpose of registration?

The information is kept as your registration record for a new system for intragovernmental transactions. This system supports the standardization and reconciliation of those transactions as described in the OMB Memorandum "Business Rules for Intragovernmental Transactions." See <http://www.whitehouse.gov/omb/memoranda/m03-01.html>.

What will this information be used for?

There are two main uses for this information. The first is a procurement goal – the site is searchable to other federal agencies looking for sources. Federal sellers who register in this system will be visible as potential sources. This is much the same benefit that the CCR provides to commercial vendors.

The second goal is financial. This system provides those offices engaged in intragovernmental transactions to have better information about their trading partners. This information will eventually be attached to each intragovernmental transaction through the upcoming Intragovernmental Transaction Portal. See <http://www.whitehouse.gov/omb/memoranda/m03-01.html> for more information.

Where do we enter this information?

All registration will be online. Visit <https://www.bpn.gov> and click the Federal Agency Registration link.

How long will it take to enter the registration information?

If you have all the information at your fingertips, it should take only about 15 minutes per registration record.

How often do we update the information?

The AROs and designates should update their information on an as-needed basis with an annual revalidation requirement.

How does an agency register in the BPN?

Registration can be done online at <https://www.bpn.gov> by clicking on the Federal Agency Registration button. A record needs to be completed for buying and selling offices. Prior to registering in the BPN, all agencies must obtain their DUNS family tree from Dun & Bradstreet and ensure that all DUNS records are accurate and up-to-date.

Does every program or business office in the agency need to register?

It depends; registration should align with the office's business practices. Every office that engages in buying and selling with other federal agencies may be registered in BPN. At a minimum, there must be a record created for every agency and all of its bureaus (or equivalent major components). In addition, each selling office must have a record.

What is a “selling office”?

A selling office is an office that receives and accepts intragovernmental orders. This is not necessarily the office that fulfills the order. For example, an office that receives an order for airplane engines needs to be registered. The warehouse that fulfills the order does not have to be registered.

What information will be collected in the BPN registration?

The data required to register your office is listed in Information for Agency Registration Officials at <http://www.bpn.gov>; click on Federal Agency Registration. Details regarding each item can be found in the Data Elements Help document found on the site (click the Help link at the top of your screen).

The information will be used for many things such as: searches on goods and services through IAE, marketing and procurement, trading partner information, and eliminations.

I clicked “Start Registration” on the www.ccr.gov home page, and I don’t understand what I should do.

The “Start Registration” button on the Central Contractor Registration site is for sole proprietors, corporations, partnerships, and governmental organizations desiring to do business with the government. Federal agencies register through the BPN at <https://www.bpn.gov>.

Is there a requirement for having a POC for updating information?

Yes, the information must be updated annually by the Agency Registration Official.

If an organization works with more than one agency location code (ALC), what do we tell them?

Register more than one DUNS. Or depending upon the office of the agency, use a DUNS + 4. Please contact the Help Desk for guidance on using a DUNS + 4.

DUNS

I have obtained a copy of my DUNS tree; what are the next steps?

The tree lists the bureaus and offices in your agency that have DUNS numbers. Every office within your agency will have a unique DUNS number (i.e. a row to itself on the spreadsheet). Verify that the information on your tree is accurate and current. If there is out-of-date, inaccurate, or missing information, call Dee Marie Davis (610.882.7882) or Jeanine Maas (703.807.5730) at Dun & Bradstreet.

If an office needs to be added to the tree, you will need to obtain a new DUNS number. Call Dee Marie Davis (610.882.7882) with the office’s name, address, phone, and its relationship with reporting offices in the agency (i.e. the parent office or region). *Please do not try to obtain a new DUNS using D&B’s online application form. This form is for commercial customers only. There is a streamlined government process available by phone.*

Where did all these DUNS numbers come from? I didn’t create them!

D&B assigned DUNS numbers to every office in your organization and has created records for each DUNS. They have done this to create a unique numbering system for federal agencies that commercial firms can use in their internal systems to identify suppliers and customers. DUNS number is the standard unique numbering process in industry. Since this unique numbering system already exists, the BPN uses this system in its records.

You have the ability to update or correct records for your agency if they are incorrect. However, you should not delete records unless the relevant office has closed or no longer exists. The information from the DUNS records you choose to register in BPN will be used as the base of your registration, so it is important that the information be correct.

I thought only buying and selling offices needed DUNS numbers. My tree shows a record for every office. Should I delete them?

No. D&B keeps a record of every office in your organization because commercial firms use the DUNS number in their internal systems to identify suppliers and customers. Your DUNS tree represents the universe from which you may pick when completing BPN registration. Only delete records for an office that no longer exists.

Do I have to register all the DUNS in my tree?

No. The DUNS tree represents the total universe of *potential* BPN registrants. You should register the DUNS numbers that represent buying and selling offices only.

Why do I have to register in both Dun & Bradstreet and the BPN?

The DUNS number will be used as the unique identifier for each office you register in the BPN Federal Agency Registration system. The BPN will pull data from your DUNS record to complete the registration. This will save you time and ensure data consistency. The more accurate your DUNS tree, the easier your BPN registration will be! (The additional information in the BPN will be used for other purposes. Dun & Bradstreet does not use this information.)

How many digits are in the DUNS?

The DUNS is a nine-digit number.

Does the fact that the DUNS number is already assigned mean that you are already registered?

No, you are registered in the D&B database and have just saved a step. Now you can go ahead and register in the BPN. The BPN will pull this data and pre-fill for you.